

The Evelyn W. Preston Memorial Fund, Bank of America, Trustee 2010 Grant Guidelines

The Evelyn W. Preston Memorial Fund, a perpetual trust, was established in 1978 under the will of Miss Evelyn Wallace Preston. The Evelyn W. Preston Memorial Fund provides grants for public band or orchestral concerts in the City of Hartford during the months of June, July, August, and September.

APPLICATION

The City of Hartford, with Bank of America, Trustee is accepting applications for **Free Public Band and Orchestral Concerts** in parks and other public places for the general public in the City of Hartford.

Applicants must submit one original application and seven copies.

Mail application to:

**Department of Health & Human Services
Office of Cultural Affairs
2 Holcomb St.
Hartford, CT 06112
860 547-1426 ext. 7413**

The Evelyn W. Preston Fund Application DEADLINE is November 30, 2009

- Applications must be typed.
- Support materials must be attached to the application.
- Each packet should be collated and sized to fit 8.5x11, double siding is encouraged.
- If the deadline date falls on a weekend, please submit the complete and signed application with all support materials postmarked on or before the deadline date. The application and support materials must be submitted via mail.
- Any applications postmarked after the deadline date, or those submitted by fax, email or hand delivered **WILL NOT BE ACCEPTED** and deemed ineligible for funding.
- Submitted applications that are not signed and dated are incomplete and **WILL NOT BE ACCEPTED** and deemed ineligible for funding.

APPLICATIONS
Applications may be obtained electronically by contacting Andres Chaparro, achaparro@hartford.gov or www.hartford.gov or from The Evelyn W. Preston Memorial Fund, Bank of America, Trustee. Please contact Brenda Betancourt, Brenda.i.Betancourt@bankofamerica.com , (860) 952-7387

Guidelines

Program Description	<p>The Evelyn W. Preston Memorial Trust Fund provides musical concert grants for the following categories:</p> <ul style="list-style-type: none"> • American/Roots • Asian • Big Band Swing • Blues • Caribbean • Children's Music • Classical/Chamber • Contemporary • Country • Dixieland • Folk/Blue Grass • Funk • Gospel/Spiritual • Hip Hop • Jazz • Latin • Native American • Polka • Reggae • Rhythm & Blues • Rock • West Indian <p>Other (please describe in the application)</p>
Grant Conditions	<ul style="list-style-type: none"> • Applicants must be at least 18 years of age or older. • Preston concerts must be free of charge and open to the residents of the City of Hartford. • The performers must play “two or more different instruments by a group of two or more musicians. • All Preston concerts must be performed during the months of June, July, August and September. • The Preston Fund prefers for concerts to be held in the City of Hartford parks, or other appropriate open spaces or public locations within the City of Hartford for the general public. • No solicitation of financial donations may be made during a Preston funded performance for any reason. Preston recipient who does not comply must forfeit their Preston grant award.

Grant Conditions (continued)	<ul style="list-style-type: none"> • Applicants must provide information on all key artist(s) who will be performing. The Preston Fund welcomes the submission of current (no older than a year) articles and /or critic's reviews, program sheets or brochures from past performances. • Compensation for services, musicians, bands, and orchestras should be in accordance with standard rates. • Applicants must provide information on other sources of funding that have been applied for, either from private or public sources. The Preston Fund may share the funding of a program with other private or public donors or sources, but it will not fund a program that has already received full financial support. • All recipients must acknowledge the Evelyn W. Preston Memorial Fund, Bank of America, Trustee and the City of Hartford, Office of Cultural Affairs in all banners, signage, print and non-print promotional materials, and live/broadcast announcements. • All concerts on City property are subject to City regulations governing such events. All funded applicants using City of Hartford property must submit a permit accompanied with a certificate of insurance to the Special Events Coordinator, City Hall. (860) 757-9732 • If there are any changes to the concert schedule, all funded applicants performing in City parks must give notice of changes in a timely manner, via telephone, to the Special Events Coordinator. The Special Events Coordinator will then circulate the amended event permit to all of the appropriate City Departments for their approval. The City of Hartford, Office of Cultural Affairs must also receive written notification of the concert schedule changes. The notification of changes must be done in a timely manner or it may affect your grant award release. • No Preston Fund award recipient may arbitrarily decide to pool resources with another Preston Fund award recipient for any reason. • Please indicate if you are seeking matching funds for this grant. • The Preston Fund reserves the right to request additional supporting information or documents in connection with the grant request.
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<p>Eligibility</p>	<p>Applicant Eligibility</p> <p>A) To apply for a grant, you must meet the eligibility requirements of one of the following categories of applicants:</p> <ul style="list-style-type: none"> • Nonprofit organization • Individual ensemble • Musician • Presenter • Professional • Amateur • An applicant who has received Preston Fund in the previous year must have submitted a final report in order to be considered for a new Preston award. Failure to submit a final report before the deadline will render the applicant ineligible for funding. <p>B) All applicants must demonstrate competence through:</p> <ul style="list-style-type: none"> • The submission of three (3) current and signed letters of recommendations with the contact's name and address. The Preston Fund prefers letters from community members, organizations or non-related member recommendations. Please note, that letters of support from family members will not be accepted. At least one letter of recommendation or support must be from the Hartford Community. • Applicants must describe past experience(s) in presenting similar programs. Please include the type of event(s), (e.g., concert, festival, etc.), the type of music, location of the event(s), and the community involvement and/or reception of the event or any other pertinent information. Please attach any press releases, articles, brochures or bios relevant to completed programs. • Nonprofit organizations must submit a very brief history of the organization's goals and objectives; a copy of the IRS 501 (c)(3) determination letter; a list of board members and the last completed operating budget for the total organization including the projected operating budget for the upcoming year.
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<p>Ineligibility</p>	<p>Applicant Ineligibility</p> <ul style="list-style-type: none"> • The Preston Fund cannot be used to provide musical entertainment for parades. • The Preston Fund does not fund solo performers. • Any officer, official, or City of Hartford employee that is paid or unpaid is ineligible for Preston funding. • Previous grantees or current applicants who have not paid the City of Hartford for delinquent fees or have not made payment arrangements. It is necessary to include a copy of the paid fees receipt or a payment arrangement letter with the application.
<p>Grant Amount</p>	<p>Amount and Success Rates</p> <p>Applicants must submit a grant amount with the application. The grant request should be the actual amount needed for concert funding.</p> <ul style="list-style-type: none"> • The grant amount available to you depends on your needs for the concert(s) and available distribution amount for the year. However, all requests will be given equal consideration. • The average grant in this program is between \$3,000 and \$5,000. • The number of applications varies from 50-65 applications. • Approximately 48 grants per year are awarded by the Evelyn W. Preston Memorial Fund.
<p>Expenses</p>	<p>Eligible Expenses</p> <p>Preston grants may cover the following expenses:</p> <ul style="list-style-type: none"> • Artists fees • Sound • Lighting • Staging • Insurance • Printing

Expenses (continued)	<p>Ineligible Expenses</p> <p>Preston grants will not cover the following expenses:</p> <ul style="list-style-type: none"> • Capital costs, such as the purchase of musical instruments, microphones or amplifiers. • Recording costs • Promotional costs (other than printing). • Transportation and lodging expenses.
Selection Committee	<ul style="list-style-type: none"> • A six (6) member Review Committee has been established to review applications and to make recommendations for final review and approval of the Trustee. • No member of the Evelyn W. Preston Memorial Fund Review Committee may have a personal or financial interest in a proposal under consideration. Any such members will excuse themselves from said application's deliberation process.
Receipt of Application	<ul style="list-style-type: none"> • The Trustee will notify applicants by mail or email, with a written acknowledgement, that the application has been received by the Evelyn W. Preston Memorial Trust from the City of Hartford, Office of Cultural Affairs.
Award Notification	<ul style="list-style-type: none"> • The applicants will be notified in writing of the decision concerning the application request within 3 to 4 months after the deadline date. • Grantees that are awarded a grant and fail to comply with the finalization of performance schedules and program content with the City of Hartford as described in the Award Letter will result in the forfeiture of the award. • Any unused grant funds are to be returned to the Preston Fund with the final report.

Final Report Evaluation	<ul style="list-style-type: none"> • All grantees are required by the Trustee and the Distribution Committee to submit a final report on the grant award. A final report form is enclosed with the grant award. • The grantees must meet all reporting requirements. Final reports missing information, copies, of imaged checks or receipts are considered incomplete. • The final report must be submitted by the deadline date. Any Final report submitted after the deadline date is considered to be late. Late final reports and the failure to submit a final report will deem an applicant ineligible for funding for the next application year. • The deadline date for the Preston Fund final report is October 31st.
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